

Retention and Classification Report

Agency: Morgan County (Utah). County Clerk (660)

Morgan County Courthouse
48 West Young Street, P.O. Box 886
Morgan, UT 84050
829-6811

Records Officer

19013	Commission meetings tape recordings
83805	Marriage licenses
19249	Planning Commission meetings tape recordings

AGENCY: Morgan County (Utah). County Clerk

SERIES: 19013

3

TITLE: Commission meetings tape recordings

DATES: 1997-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the actual tape recordings of regular and special county commission meetings. They are used to document commission activities and are used to create the official approved minutes. They include the cassette tape.

RETENTION:

Retain 6 months after official minutes are approved

DISPOSITION:

Destroy provided resolution of any litigation

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Sound recordings: Retain in Office for 6 months after official minutes are approved and then erase provided resolution of any litigation.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the office.

AGENCY: Morgan County (Utah). County Clerk

SERIES: 19013

TITLE: Commission meetings tape recordings

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Morgan County (Utah). County Clerk

SERIES: 83805

4

TITLE: Marriage licenses

DATES: 1869-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains copies of the marriage licenses granted in Beaver County. The information includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

AUTHORIZED: 04/04/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

AGENCY: Morgan County (Utah). County Clerk

SERIES: 83805

TITLE: Marriage licenses

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Morgan County (Utah). County Clerk

SERIES: 19249

3

TITLE: Planning Commission meetings tape recordings

DATES: 1993-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the actual tape recordings of regular and special planning commission meetings. They are used to document planning commission activities and are used to create the official approved minutes. They include the cassette tape.

RETENTION:

Retain 6 months after official minutes are approved

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Sound recordings: Retain in Office for 6 months after official minutes are approved and then erase provided resolution of any litigation.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the county.

AGENCY: Morgan County (Utah). County Clerk

SERIES: 19249

TITLE: Planning Commission meetings tape recordings

(continued)

PRIMARY CLASSIFICATION:

Public